

**Milford Water/Wastewater Commissioners’  
Meeting Minutes  
May 10, 2016**

Present: Robert E. Courage, Chairman  
Michael E. Putnam, Vice-Chairman  
Dale A. White, Member  
David Boucher, Director  
Niko Giokas, Videographer

**Call to Order**

Chairman Courage called the meeting to order at 1:00 p.m. with introductions.

**Press and Public Comments** – None

**Appointments** – None

**Decisions/Approvals**

Approval of 4/26/16 Meeting Minutes – Vice-Chairman Putnam made the motion to approve the meeting minutes of 4/26/16 as presented, seconded by Commissioner White. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the April 2016 Bill Commitment 160429 in the amount of \$96,852.46 and for the April 2016 Final Bills issued in the amount of \$868.21.

Sewer Users Fee/Tax Collector’s Warrant – The commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the April 2016 Bill Commitment 160429 in the amount of \$142,462.80 and for the April 2016 Final Bills issued in the amount of \$940.72.

Commissioner White pointed out that the Board members’ titles were not correctly reflected on the April warrants. Director Boucher said he would correct that. Chairman Courage announced the April warrants have been approved.

Sewer Abatement Request – 23 Garden Street – This agenda item had been tabled during the April 12 and 26 commissioners’ meetings for additional information and water meter test results. Mr. Boucher explained that this sewer-only abatement request, resulted from approximately 40,000 gallons of water having overflowed from a second story, calculated from the average quarterly billing history for this account. Investigation into the cause of the overflow indicated cat litter had clogged the washer’s drain lines, the water meter was operating properly, and two toilet tanks were leaking. Mr. Boucher reported the Water Utilities Billing Clerk had calculated and averaged the sewer abatement in the amount of \$296.18. Commissioner White said this was not the original number the Board was given two weeks ago. Mr. Boucher said he would need to ask the Billing Clerk, as she has the original abatement form. Mr. White commented 40,000 gallons is like 13 water trucks containing 3,000 gallons each, something is wrong, something is leaking somewhere. Mr. Courage said the water couldn’t have just been mopped

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up and asked if additional information had been gathered. Mr. Boucher said he did not know where the water went, into a drain or out a window and onto the ground. Mr. White said four inches of second story water leaking onto a floor would damage the ceiling below. Mr. Boucher said notes indicated minimal damage had occurred. Mr. Putnam said things do not make sense. Following discussion, Vice-Chairman Putnam made the motion to not approve this sewer abatement request, seconded by Chairman Courage. All voted in favor.

### **Discussion/Information Items**

Hutchinson Point – Water Design Change – Mr. Jim Young, Water Foreman, and Mr. Brad Whitfield, Collection System Foreman, were present to refer to the housing project plans and participate in discussions. Director Boucher explained a meeting was held this morning with members of Hutchinson Point, Meridian, and CSSI. Referring to a set of plans, Mr. Boucher said the original water line design was to come from North River Road and exit to Mont Vernon Road. To reduce costs and avoid disruption to the newly paved state road, project parties would prefer to upgrade the initially planned 4” water main to an 8” and loop it back into North River Road. Several possible gate valve locations were considered. Locations for the sewer service lines, manholes, clean outs, and tees were recommended, with consideration given to future connections and easement access for a hydrant. Mr. Boucher explained some changes to planned connections, at minimal cost to be borne by the Water Utilities Department. For four existing houses, the size of the tee will be increased and 40 feet of sewer main, a manhole, frame and cover will be added at WUD’s expense. Hutchinson Point will do the excavation work. Chairman Courage stressed that WUD is not committing to paying to extend the sewer lines to accommodate the existing housing. WUD will provide the connection point of access. Mr. Boucher said no one has requested to tie in yet. Mr. Whitfield pointed out that future Lorissa Lane residents could tie into the new sewer main without having to go under the road. Mr. Boucher explained that because of the state road being newly paved, 100’ feet would have to be milled and paved in either of two directions by the Hutchinson Point crew. Mr. Whitfield said water and sewer lines will be vertically separated, with the sewer line being 2’ – 3’ below the level of the water line, which will be a future field adjustment when manholes are finalized. WUD would supply the pipe and the structure, and Hutchinson Point crew would install at no cost to WUD.

Vice Chairman Putnam made the motion to approve a revision to Hutchinson Point housing project plans to relocate the water line locations and sizes and the proposed sanitary sewer line; the water line will be increased from a 4” to an 8” line, without WUD giving any type of water valves/fittings or build-out within the project, and to allow elimination of one water connection on Mont Vernon Street. Chairman Courage seconded the motion. All commissioners voted in favor. Mr. Young and Mr. White discussed the water line location and depth that the Hutchinson Point excavation crew will need to change direction and/or deflection—in the pond area. Mr. Young said a revised set of plans will be submitted to WUD. Mr. Boucher noted the areas where water and sewer plan changes will be needed. He said a start date for the utilities has not yet been determined. The barn has been removed and the land cleared. Many Milford streets will undergo construction this summer, including South, Elm, Nashua, Mill and North River Streets. As discussion regarding the Hutchinson Point project ended, Mr. Whitfield and Mr. Young departed the commissioners meeting.

HVAC Project – Mr. Boucher reported that this project continues to be running smoothly and is ahead of schedule. The old HVAC unit, old duct work and exhaust fans have been removed from the roof, the roof has been entirely repaired, and the exhaust system is in place with the intake molded into the roof. The new HVAC unit is on the roof and needs to be plumbed in. New duct work is being installed. New conduit from the switchgear has been installed by the electrician. The transformer disconnect and breaker panel work will be performed next. The J. Lawrence Hall crew is installing fan and cooling fixtures in the lunchroom and lab ceilings. The wall mounted unit has been installed in the billing clerk's office. Patching and painting will be necessary. July 1<sup>st</sup> is the substantial completion date; July 15<sup>th</sup> is the final completion date, which should be met. Mr. White inquired of the roof warranty; Mr. Boucher will provide warranty details.

Activities Report & Financial Reports – Reviewed by the commissioners. Mr. White inquired of the South Street project. Mr. Boucher explained Wright Pierce will provide water model information to Monadnock Survey. Hydrant flushing should be complete this week. Mr. Boucher informed the commissioners of the fluctuating power issues that have shut the water pumps this week at Ledgewood Bay condominiums, being investigated by Eversource and Laviolette Controls. The commissioners commented on the differing extent of activities achieved among the three reporting foremen. Not all are reporting the planned activities for the coming week. Mr. Boucher mentioned some of the upcoming water and sewer project work.

Miscellaneous Water Utilities Department Projects – A construction progress meeting is scheduled for 7:00 this evening with Underwood Engineers, Electrical Installations and Penta Corporation to discuss the adjusted costs for the four U.V. Disinfection Project cable/ductwork design options to allow the project to progress in the best direction, with respect to manholes, main pump station generator/electrical connections as well as time and material cost limits. Commissioner White will not be in attendance; he will learn of the options discussed tomorrow and whether or not of decision(s) made or to be made.

**Future Appointments/Meetings:**

**Tuesday, May 24, 2016 at 6:00 p.m.** The next Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

**Adjournment:** At 1:51 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date

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